

ORDER TO ADOPT
TITLE 13, DIVISION 1, CHAPTER 1
Article 3.6. BUSINESS PARTNER AUTOMATION PROGRAM
Sections 225.45, 225.51, and 225.54

§225.45. Customer Fees.

(a) A business partner shall complete a Business Partner Automation Disclaimer form, REG 4020 (Rev. 1/2004) for each DMV transaction when a customer fee is charged. EXCEPTION: A business partner completing a conditional sales contract or lease agreement pursuant to Civil Code section 2982, 2982.5 or 2985.8 may disclose the amount of any optional Business Partnership Automation program fee to register or transfer a vehicle using the sales contract or lease agreement in place of the Business Partner Automation Disclaimer form.

(1) The business partner shall obtain the customer's signature on the form after the business partner enters on the form the fee amount that the business partner is charging to process the transaction.

(2) The business partner shall provide the completed original of the Business Partner Automation Disclaimer form to the customer, shall keep a completed copy, and shall send a copy to the department with the transaction documents. Voided copies of the form shall be retained with the completed copies kept by the business partner pursuant to Section 225.60 of these regulations.

(3) The Business Partner Automation Disclaimer form is hereby incorporated by reference.

(b) The maximum amount a customer may be charged for each vehicle renewal transaction processed by a business partner is twenty-five dollars (\$25).

(c) The maximum amount a customer may be charged for each new vehicle report of sale transaction processed by a business partner is twenty-five dollars (\$25).

NOTE: Authority cited: Sections 1651 and 1685, Vehicle Code. Reference: Section 1685, Vehicle Code.

§225.51. Information Security Requirements.

(a) A business partner, its owners and employees shall comply with the department's *IT Security Guidelines for Use in BPA Program* (January 2004), which is hereby incorporated by reference.

(b) A business partner, its owners and employees shall comply with the Information Practices Act of 1977 (Section 1798 et seq. of the Civil Code), the Public Records Act (Section 6250 of the Government Code), Sections 1808.21 and 1808.47 of the Vehicle Code, Sections 11015.5 and 11019.9 of the Government Code, and any and all related statutes pertaining to information security.

NOTE: Authority cited: Sections 1651 and 1685, Vehicle Code. Reference: Section 1798.19, Civil Code, Sections 6250, 11015.5, 11019.9, Government Code and Sections 1685, 1808.21, and 1808.47, Vehicle Code.

§225.54. Transaction Procedures and Inventory Requirements.

A business partner shall process transactions and control inventory according to the "*BPA Transaction Procedures and Inventory Requirements Handbook*" (January 2004), which is hereby incorporated by reference.

NOTE: Authority cited: Sections 1651 and 1685, Vehicle Code. Reference: Section 1685, Vehicle Code.